

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

<b>1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>If Revision, select appropriate letter(s)</b>  <b>Other (specify):</b>
<b>3. Date Received</b> 04/22/2010		<b>4. Applicant Identifier:</b>		
<b>5a. Fed Entity Identifier:</b>		<b>5b. Federal Award Identifier:</b> DE-R021677		
<b>State Use Only:</b>				
<b>6. Date Received by State:</b>		<b>7. State Application Identifier:</b>		
<b>8. APPLICANT INFORMATION:</b>				
<b>a. Legal Name:</b> Governor's Office of Energy Policy				
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 866004791		<b>c. Organizational DUNS:</b> 039149351		
<b>d. Address:</b>				
Street 1: 1700 W Washington, Suite 250				
Street 2:				
City: Phoenix				
County: MARICOPA County				
State: AZ				
Province:				
Country: U.S.A.				
Zip / Postal Code: 85007				
<b>e. Organizational Unit:</b>				
<b>Department Name:</b> Arizona Governor's Office		<b>Division Name:</b> Office of Energy Policy		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>				
Prefix: Ms First Name: Linda				
Middle Name:				
Last Name: Brumm				
Suffix:				
Title: Fiscal Manager				
Organizational Affiliation: Governor's Office of Energy Policy				
Telephone Number: 6027711146		Fax Number: 6027711203		
Email: lbrumm@az.gov				

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:**

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**15. Descriptive Title of Applicant's Project:**

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

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**16. Congressional District Of:**

a. Applicant: Arizona Congressional District 04

b. Program/Project: AZ-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 07/01/2012

b. End Date: 06/30/2013

**18. Estimated Funding (\$):**

a. Federal	0.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	0.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on:
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

☒ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Ms First Name: Leisa  
Middle Name: B  
Last Name: Brug  
Suffix:

Title: Energy Office Director

Telephone Number: 6027711244

Fax Number: 6027711203

Email: lbrug@az.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 04/15/2012

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-08

Identification: R021677

State: AZ

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
CAHRA	Eloy	49,388.86	5
City of Phoenix, Municipal Building	Phoenix	161,697.20	17
Gila County Community Action	Globe	14,999.52	1
Maricopa County Government	Phoenix	948,108.47	105
MesaCAN	Mesa	37,908.21	4
NACOG	Flagstaff	67,390.08	5
Pima County	Tucson	116,848.59	12
SEACAP	Safford	154,324.71	15
Tucson Urban League	Tucson	48,579.74	5
WACOG	Yuma	539,354.22	60
<b>TOTALS</b>		2,138,599.60	229

## II.4 WAP Production Schedule

Total Units (excluding reweatherized)	229
Rewatherized Units	0

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Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	229
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	229
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$1,494,784.62
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	229
H Average Program Operations Costs per Unit (F divided by G)	\$6,527.44
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,527.44

## II.5 Energy Savings

Method used to calculate energy savings: WAP algorithm ☒ Other (describe below) ☐

Estimated energy savings (Mbtus): 7,268 ( 229 x 31.74 MBTU)

Estimated energy savings: 7,268.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

## II.6 Training, Technical Assistance, and Monitoring Activities

ARIZONA WAP formal training is carried out at the FSL SouthWest Building Science Training Center (SWBCTC), which is operated by FSL Home Improvements, a non-profit organization.

The SWBCTC is one of the 15 Department of Energy "Legacy" weatherization training facilities in the country. It has been instrumental in developing weatherization specific trainings in the southwest and has played a large role in training the weatherization workforce to ensure that the State of Arizona meets its production and contractual obligations during the ARRA ramp up period. Since 2004, the FSL SWBCTC has provided 30,000 hours of training to 1,730 training candidates. FSL SWBCTC staff has participated in national committees to assist in the development of the National Weatherization Training Guidelines.

The facility provides classroom and onsite laboratory based trainings with a specific emphasis on Weatherization activities and building knowledge, skills and abilities to perform work in the weatherization program. The SWBCTC is the only training facility in the Arizona to provide a Weatherization Boot Camp course. In 2010 the FSL SWBCTC received a direct grant from the U.S. Department of Energy to expand its training facility curriculum, increase its outreach through enhanced website and improve its candidate tracking data using specialized classroom registration software. The SWBCTC staff is comprised of industry leaders with decades of technical field experience. They are often recruited to present at regional and national conference training sessions.

The ARIZONA WAP recommends that the subgrantee and its contractors attend courses that build or enhance their knowledge, skills and abilities to perform energy efficiency retrofits following the guidelines set out by the U.S.

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Department of Energy's for the Weatherization Assistance Program.**Current SWBSTC course offerings include:**

WAP Boot camp – This training course will provide weatherization professionals with an introduction to energy principles, thermal performance, health and safety standards, LSW, auditing, pressure diagnostics, and field repair. A combination of classroom and hands on instructions will prepare candidates to perform the tasks required of weatherization technicians within the current Weatherization Program Guidelines.

Energy Basics

Pressure Diagnostics

Combustion Safety

Thermal Performance

REM design

WAP admin

Lead RRP Certification

BPI Certification for Building Analyst

OSHA 10/30 Certifications

**SWBSTC Courses coming in 2012/2013**

Based on the new DOE National Guidelines and Work Specifications:

**Priority Lists****ASHRAE 62.2****WX Installer Track:**

OSHA 10

Combustion Safety 101

Lead RRP

WX Installer

Pressure Diagnostics 101

Energy 101

Residential Energy Retrofit 101

**Auditor:**

BPI Building Analyst Certification

Manufactured housing Auditing

Calculating SIR's

Energy 102

Pressure Diagnostics 102

Combustion Safety 102

Energy Efficiency Work Specifications

HVAC

**Crew Chief:**

Communication

Inventory Management Principals

Crew Supervision

OSHA 30

For details on SWBCTC and courses visit the SWBSTC website at: [www.swbstc.org](http://www.swbstc.org)

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Each subgrantee will be required to maintain a list of employees and contractor's participation in all training and this information is expected to be updated on an annual basis. OEP will review this list as a part of their monitoring plan.

Arizona WAP recommends subgrantees participate in weatherization related trainings that build or enhance their knowledge, skills and abilities to provide weatherization services in accordance with the 10CFR, Part 440 and the new National Weatherization Guidelines being implemented by the U.S Department of Energy.

Arizona WAP will periodically review training performance of subgrantees by way of subgrantee self assessment surveys, on-site monitoring and communication with SWBSTC on specific training deficiencies and needs.

## Required Training

**Required – Crew Leader**

Renovation, Repair and Painting Rule (RRP)

OSHA 30 hour training

Building Performance Institute (BPI) Building Analyst Certification

**Required – Assessors and Inspectors**

Renovation, Repair and Painting Rule (RRP)

OSHA 10 hour training

Building Performance Institute (BPI) Building Analyst Certification

**Required- New Field Employees and/or Contractors**

WAP Bootcamp

Combustion Safety

Renovation, Repair and Painting Rule (RRP)

OSHA 10 or 30 hour training (Depending on position held)

Arizona WAP provides subgrantees with T/TA funding to support attendance and participation at weatherization training events such as the DOE National Weatherization Conference and Energy Out West Weatherization Conference. It is expected that essential program personnel attend these conferences to stay current with new regulations, processes and technologies. Arizona WAP is aware that some subgrantees might have travel restrictions due to budget constraints. It should be noted that funds to pay for subgrantee travel are provided as part of the Weatherization grant award and proper usage of these funds will be closely monitored by Arizona WAP.

Attendance at state-sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subgrantee and delegate attendance will be required as a matter of program compliance.

**II.7 DOE-Funded Leveraging Activities**

NA

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## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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## II.8 Policy Advisory Council Members (names, groups, agencies)

Arizona Public Interest Research Group (AZ-PIRG) /	Diane E. Brown
Gila County Community Action / Office of Community Services	Malissa Buzan, Housing Services Program Manager
Salt River Project /	Betty Pruitt
Arizona Community Action Association (ACAA) /	Cynthia Zwick
Tucson Electric Power Company /	Vickie Boes
Southwest Gas Corporation /	Holly Lloyd
Arizona Public Service Company /	Jerry Mendoza
NACOG / Northern Arizona Council of Governments	Mr. Bob Baca, WAP Program Manager
City Of Phoenix Neighborhood Services /	DaNelle Haynes
Foundation for Senior Living /	Carrie Smith
Arizona Housing Alliance /	Val Iverson

## II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
04/24/2012	The Notice of Public Hearing was released by the Governor's Office of Energy Policy by a News Release on Friday, April 20, 2012, via the Governor's Office of Energy Policy website and emails to sub-grantees. The Public Hearing was held April 24, 2012 in the Governor's Office of Energy Policy, 2nd Floor Conference Room. The Funding Plan, Minutes and Sign in Sheet are in the web link below. <a href="http://www.azenergy.gov/WAP.aspx">http://www.azenergy.gov/WAP.aspx</a>
04/24/2012	Tuesday, April 26th, 2012 Department of Energy Golden Field Office 1617 Cole Boulevard Mail Stop 1501 Golden, Colorado 80401-3393 This letter is in response to a concern that was brought up at the public hearing regarding the Arizona Weatherization State Plan for Program Year 2012-2013. The issue brought up was that the State Plan was not posted for review. A copy of the Arizona WAP State Plan was available at <a href="http://www.azenergy.gov">www.azenergy.gov</a> under the Weatherization tab (See attachment) and was included in the Public Hearing notice that was sent out to all stakeholders. The Public Hearing notice was also posted to the Arizona Department of Administration (ADOA) website. In accordance with Arizona Statute A.R.S. § 38-431.02 (c) Open Public Meeting Law, notice was sent to all stakeholders 72 hours prior to the meeting. The Office of Energy Policy made no substantial changes to the State Plan. Sincerely Terry Rother Arizona Governor's Office of Energy Policy Manager, Building Science and Efficiency

## II.10 Adjustments to On-File Information

Changes to the annual plan are as follows:

Budget is based on estimated carryover as Arizona was not funded for WAP FY2013.

Betty Pruitt replaced Jerry Thicken from SRP on the PAC.



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## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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**II.11 Miscellaneous****Re-Weatherization**

No building is to receive weatherization services if it has been weatherized after September 30, 1994, unless the subgrantee receive a written waiver from the Arizona Weatherization Program prior to any work being conducted.

**Communication**

The OEP strives to maintain good communications between the OEP and the Weatherization agencies. The OEP is committed to consistent and timely communication with the Weatherization agencies and working with the agencies in order to continue serving our low-income population through the Weatherization Assistance Program in a meaningful way.

**Outreach**

Primary outreach activities to promote the Weatherization Program to qualified clients are the responsibility, at a local level, of the subgrantees. The Energy Office will support these efforts and will utilize the Arizona Community Action Association to assist in reporting and articulating the weatherization program scope, benefits and successes statewide. The Arizona Community Action Association (ACAA) plays a significant role in ensuring that the low-income population of Arizona is served in meaningful ways. Currently they administer several of the utility funds that are used to supplement the low-income Weatherization Assistance Program (WAP) including allocations from Arizona Public Service (APS) and Salt River Project (SRP). The Home Energy Assistance Fund (HEAF) is a program of ACAA and was created to alleviate the high energy burdens of low-income and financially struggling households in Arizona. By developing and coordinating resources through education, advocacy, financial assistance and partnerships, ACAA helps Arizona families meet their basic energy needs and move toward energy stability. ACAA provides opportunities to leverage resources throughout the state that assist low-income families in alleviating high energy burdens. The Arizona Governor's Energy Office will continue to strengthen this relationship and utilize ACAA in developing strategies that will help to maximize the impact of weatherization statewide.

**Incorporating Renewable Energy into Weatherization Projects**

To encourage the use of renewable resources in our projects, we plan to build on the Sustainable Energy Resources for Consumers (SERC) grant projects that were awarded to three Arizona Weatherization Assistance Programs in 2012-13. Arizona received more than \$3.1 to install highly efficient tankless gas or heat pump water heaters. These innovative and energy efficient programs will help to expand new markets and make this energy technology available to serve the gap population of moderate income families as well as low income energy users. We will also investigate other partnership opportunities for renewable energy applications for low-income housing.

**Peer to Peer Fiscal and Technical Procedures**

The Arizona WAP has formed peer-to-peer working groups that allow the fiscal and technical staff from the agencies and the OEP to meet and discuss issues that arise in the program. The meetings are designed to provide a forum for sharing and receiving weatherization information and program updates, raise concerns, ask questions and develop solutions to program challenges. The goal of the meeting is to share any and all program information that will directly or indirectly impact the performance and outcomes of the Weatherization Assistance Program.

The Peer to Peer Network has bi-monthly meetings.

**Utility Companies**

The OEP will continue to utilize the program to leverage public and private resources to build a stronger and more energy efficient Weatherization program. Additional resources from LIHEAP and utility partners across Arizona – Arizona Public Service, Salt River Project, Southwest Gas, UNS Energy Services/TEP – will be used to assist

**U.S. Department of Energy**

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**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**

Expiration Date: 6-30-08

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low-income Arizonans in weatherizing their homes and reducing their energy costs, and increasing the health, safety and energy efficiency factors in their home. By leveraging these resources the number of persons reached increases, the quality of our partnerships is enhanced, and we are able to leverage more projects across the state. Historically, the Energy Office has leveraged approximately \$2.6 million of utility funding for weatherization annually through these partnerships.

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET**

**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program  
Application Package.

**III.1 Eligible Population**

**III.1.1 General Description**

**Definition of income used to determine eligibility:**

**III.1 Eligible Population**

Arizona defines "low-income" for eligible purposes as follows:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, U.S. Department of Health and Human Services.

Household member's who have received cash assistance payments under TANF or SSI, are automatically eligible for Weatherization assistance.

**Outreach**

The primary outreach activities to reach eligible clients will be carried out at the local level by the sub-grantees. The Arizona Governor's Office of Energy Policy (OEP) will support these efforts through the development and implementation of a statewide outreach plan and material. The OEP will utilize the Arizona Community Action Association to assist in developing, implementing and coordinating outreach on a statewide basis, via conferences, media outreach and publications.

**Procedures to determine that units weatherized have eligibility documentation:**

- An authorized representative of a subgrantee shall inspect at least one document from the following list of acceptable documents before certifying the program applicant household as being income eligible for Weatherization services available under this contract.

- Acceptable documents for purpose of this provision are the following: TANF, SSI, or General Welfare award letter or document, Social Security Statement of earnings, Income tax return for prior year.

- For income from the Social Security Administration Benefits-SSA benefits (sometimes referred to as RSDI - retirement, survivors, and disability insurance) are granted to eligible wages earners and/or their dependants or survivors. DO NOT INCLUDE THE MEDICARE DEDUCTION IN THE TOTAL AMOUNT.

- Income is determined twelve (12) months prior to the date of application for program benefits under this contract. Re-certification of income eligibility is required if 180 days or more have elapsed from the initial application date, and Weatherization work has not started on the applicant's dwelling.

**Note: Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated at least annually and within 180 days of work starting.**

**Subgrantees are reminded that homes/ buildings weatherized after September 30, 1994 are not eligible for reweatherization unless prior written approval is obtained from Arizona's Weatherization Program and Department of Energy or if the home/ building would become eligible under the Energy Crisis Plan. Written permission would still need to be obtained from Arizona's Weatherization Program.**

Subgrantees are reminded that homes/ buildings weatherized after September 30, 1994 are not eligible for reweatherization unless prior written approval is obtained from Arizona's Weatherization Program and Department of Energy or if the home/ building would become eligible under the Energy Crisis Plan. Written permission would still need to be obtained from Arizona's Weatherization Program.

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**  
**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

**Definition of children: Below age**

**18**

**0**

**Recommend tribal organization(s) be treated as local applicant?**

Yes

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

OEP will continue to support the Inter Tribal Council of Arizona (ITCA) as needed and as identified by their leaders. The OEP works toward improving the communication and interaction between the local agencies, tribes, and other service providers. Currently the Navajo Nation and ITCA receive direct funding for weatherization from the Department of Energy.

Arizona recommends that the Golden Field Office (GFO) fund the Navajo Nation and ITCA Directly. Low-income members of an Indian Tribe will receive benefits equivalent to the assistance provided to other low-income persons within the State of Arizona. There will be no discrimination in benefits because an applicant is a member of an Indian Tribe.

**III.1.2 Selection of Areas to Be Served**

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

Arizona utilizes 10 local Weatherization agencies to fully implement the State Plan and provide services to the eligible population. Project service areas are historical in nature, originating many years ago at the time of community action agency establishment in Arizona. Service area boundaries are typically drawn along county lines or tribal land boundary lines.

Individual subgrantees are selected on the basis of their:

- Experience and performance in Weatherization or housing renovation activities
- Experience in assisting low-income persons in the area to be served; and
- Capacity to undertake a timely and effective Weatherization Program.

Preference is given to any Community Action Agency or other public or non-profit entity, which has, or is currently administering an effective program under 10 CFR 440.15 or under Title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to the following:

- The extent to which the past or current program achieved or is achieving Weatherization goals in a timely fashion;
- The quality of the work performed by the subgrantee
- The number, qualifications and experience of staff members of the subgrantee

All subgrantees are agencies which meet the requirements of 10 CFR 440.15 and which have been selected based upon on-site inspections made by State staff, as well as on transcripts of the public hearing which affirm that there are no public objections to any of the subgrantees selected.

**Community Action Human Resources Agency (CAHRA)**

Mary Lou Rosales, Executive Director  
311 N. Main Street, Eloy AZ 85131  
Phone: 520.466.1112., Fax: 520.466.0013  
E-mail: mlrosales@cahrapinal.org  
(Pinal County) CD 1,6,7,8

**City of Phoenix, Neighborhood Services Department**

DaNelle Haynes, Weatherization Project Manager  
200 W Washington, 4th Floor, Phoenix, AZ 85003  
Phone: 602.495.6989, Fax: 602.534.8213  
E-mail: danelle.haynes@phoenix.gov  
(City of Phoenix) CD 3,4

**Gila County Community Services Department & Housing Services**

Malissa Buzan, Community Action & Housing Services Manager  
5515 S Apache Ave., Suite 200, Globe, AZ 85501  
Phone: 928.402.8693, Fax: 928.425.9468  
E-mail: mbuzan@co.gila.az.us  
(Gila County) CD 1

**Maricopa County Human Services Department**

Margarita Leyvas, Assistant Director  
234 N Central, #3000 Phoenix, AZ 85004  
Phone: 602.506.5911, Fax: 602.506.4749  
E-mail: mleyvas@mail.maricopa.gov  
Maricopa County, excluding City of Phoenix & City of Mesa) CD 2,3,4,5,7

**A New Leaf Mesa Community Action Network**

Kathy DiNolfi, Executive VP

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

868 E University Dr., Mesa, AZ. 85024  
Phone: 480.833.9200, Fax: 480.833/9292  
E-mail: kdinolfi@turnanewleaf.org  
(City of Mesa exclusively) CD 5,6

**Northern Arizona Council of Governments  
(NACOG)**

Bob Baca, Operations Director  
119 E Aspen, Flagstaff, AZ 86001  
Phone: 928-774-0055, Fax: 928-774-0099  
E-mail: bbaca@nacog.org  
(Apache, Coconino, Navajo, Yavapai Counties) CD 1,2

**Pima County Community Development & Neighborhood Conservation**

Jesus Duran, Housing Rehab Specialist  
2797 E Ajo Way, 3rd Floor, Tucson, AZ 85713  
Phone: 520.243.6777, Fax: 520.243.6796  
E-mail: jesus.durna@pima.gov  
(Rural Pima County) CD 7, 8

**Southeastern Arizona Community Action Program (SEACAP)**

Librado M. Ramirez, Executive Director  
283 W 5th Street, Safford, AZ 85546  
Phone: 928-428.2872, Fax: 928.428.1559  
E-mail: sacacti1001@qwestoffice.net  
(Graham, Greenlee, Cochise, Santa Cruz Counties) CD 1,7,8

**Tucson Urban League (TUL)**

Terisha Ellis, Housing Department Facilitator  
2305 S Park Ave, Tucson, AZ 85713  
Phone: 520.791.9522, Fax: 520.882.3726  
E-mail: tellis@tucsonurbanleague.org  
City of Tucson, City of South Tucson) CD 8

**Western Arizona Council of Governments (WACOG)**

Jack Valentine, Program Manager  
Housing Programs/Weatherization  
360 20th Street, Suite A, Yuma, AZ 85364  
Phone: 928.388.6380, Fax: 928.782.0141  
E-mail: jackv@wacog.com  
(LaPaz, Mohave, Yuma Counties) CD 2,7

**III.1.3 Priorities**

Priorities shall be given to the following eligible populations:

- Elderly
- Handicapped
- Families with children
- High energy Burden- Where 20% or more of the household income is going towards the energy bill.

**Definition of children: Below age**

18

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**  
**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

**III.2 Climatic Conditions**

Low desert hot and dry (4500 CDD) to mountain cold (7000 HDD).

See climate zone maps.

<http://energycode.pnl.gov/EnergyCodeReqs/?state=Arizona>

**III.3 Weatherization Work**

**III.3.1 Type of Work to Be Done**

**Measures completed**

Getting an energy-efficient house is really a question of doing a few things very well and understanding the house is a system. The following are the areas we concentrate on:

- Getting the home tight (air sealing)
- Insulating the home right (focus on insulation performance, not just r-value)
- Dealing with sunlight (shade screens and reflective coatings)
- Correctly installing efficient equipment (duct sealing, pressure balanced, air flow, sizing and charge)
- Base loads (refrigerators, CFL)

**III.3.2 Energy Audit Procedures**

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	Arizona WAP will follow the priority list approved by DOE in September 2011 and in the event that a measure is not on the Priority List, REM Design will be utilized to determine cost effectiveness.
Multi-Family	Arizona WAP currently does not have a multifamily audit. REM Design will be utilized for buildings that are 25 units or smaller and any building greater than 25 units subgrantees will provide necessary information to the State & DOE for approval.
Mobile Home	Arizona WAP will follow the priority list approved by DOE in September 2011 and in the event that a measure is not on the Priority List, REM Design will be utilized to determine cost effectiveness.

**III.3.3 Final Inspection**

A final inspection shall be performed on all jobs.

The final inspection shall verify that the house characteristics reported are correct.

The inspection shall include a review of all measures listed on the Work Performed report to verify installation has been completed in a safe and effective manner following program requirements.

The inspection shall also include an analysis of the energy audit to ensure that it was completed in an efficient manner and that all areas of the audit have been addressed and that the scope of work reflects a comprehensive energy audit.

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**III.3.4 Assessment of Effectiveness**

As of December 31, 2011, an analysis of 275 homes has been completed on homes utilizing APS, TEP, Unisource Gas and Electric and Southwest Gas utility data. This analysis is ongoing, new data will be updated to these values throughout the year. Provided are Savings to Investment Ratios (SIR) for total investment from all funding spent (diagnostics, energy measures and health and safety measures) and for energy related measure only (diagnostics and energy measures).

***Assumptions***

Present value is based on 17.5 years measure life, discount rate of 3% and an utility cost escalation rate of 1%.

***Results Summary***

The combined SIR of all jobs reviewed to date for funds spent on diagnostics, energy measures and health and safety measures was 1.21. Health and saving represented 16% of expenditures.

The combined SIR of all jobs reviewed to date for funds spent on energy measures and diagnostics was 1.38

The average saving per home reviewed was 2746 kWh and 35 therms of natural gas (gas therms average includes all electric homes).

**III.4 Health and Safety**



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Arizona WAP will adhere to WPN 11-6 with the following modifications:

Air Conditioning and Heating Systems- "Red-tagged", inoperable, or nonexistent heating or air conditioning replacement, repair or installation is allowed where climate conditions warrant or in homes where at-risk occupants reside, unless prohibited by other guidance herein. (An at-risk occupants refers to a household member that due to a medical need supported by written notification from a medical professional would require the installation of a cooling/heating system to reduce or alleviate the symptoms of their condition.)

Smoke, Carbon Monoxide Detectors and Fire Extinguishers- Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/ CO detectors is not an allowable cost unless it is required to meet 2006 IRC Section R313.2.1 which states "When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired". Providing fire extinguishers is allowed only when solid fuel is present.

Health and safety costs may not exceed 20 percent of the total program budget for DOE. These costs must be recorded and tracked separately in the accounts and on the Arizona weatherization database and reported as a separate line item on the Invoice Voucher. If the average cost per unit is \$6572.00 the average H&S expenditure per unit could be up to \$1314.00. This reflects a higher cost per unit because of LSW practices, RRP costs, installation of HVAC equipment for at risk population, installation of water heaters and increased ventilation costs due to complying with ASHRAE 62.2.

**Incidental Repairs**

The WAP is not a rehabilitation or general repairs program. Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials.

Such repairs include, but are not limited to:

- Providing protective materials, such as paint, used to seal materials installed under this program.
- While repair to a roof to protect the insulation to be installed is allowable, expanding this definition to include roof replacement or for other non-energy related repairs is not a permissible use of DOE funds. If the roof needs replacing then the unit should either be referred to a rehabilitation program or the subgrantee must use other funds to cover the costs for this type of work.

**Lead Paint Hazard**

The cost of lead paint abatement is prohibited. However, the cost to test building materials for the presence of lead paint and the cost of precautions needed to prevent causing a lead paint contamination problem while installing weatherization materials is allowable. Lead-based paint (LBP) was used on the majority of houses built before 1978. It is probable that LBP is present on houses weatherized by the Arizona WAP that were built before 1978. If lead-based paint may be disturbed (cut, scraped, sawn, drilled, etc.) during the weatherization work, that work shall be done in a "lead-safe" manner. Arizona will transition from the Department of Energy approach to the new approach that has been defined by the Environmental Protection Agency under their EPA Lead Renovation, Repair, and Painting Rule.

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All providers are required to provide a copy of "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" prior to the start of work. This brochure will be given to an adult resident of each pre-1978 residential building to be weatherized and a written acknowledgement that the adult resident has received the brochure, or certify in writing that a brochure had been delivered to an adult resident and the provider has been unsuccessful in obtaining a written acknowledgement, as directed in the publication. Confirmation of receipt of this brochure by the client will be maintained in the client file.

Read about lead-hazard information for renovation, repair and painting activities in the EPA lead hazard information pamphlet Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools (PDF) (11 pp, 1.1MB) | en español (PDF) (11 pp, 2.4MB)

All field staff will be required to complete this training. New staff will be required to attend the training within 180 days of their start of employment in the weatherization program. As part of this training, field staff will be instructed on the proper disposal of all construction waste.

OEP weatherization monitors visit completed and in process units. If during a site visit a grantee is found performing weatherization services without working lead safe on a home built prior to 1978 the technical monitor will report this as a required action in the monitoring report. Agency staff will be required to attend the WAP Bootcamp which includes LSW course offered by the SWBSTC.

Crews and contractors new to the program are not permitted to work on WAP homes until they have attended the WAP Bootcamp.

Arizona's Deferral Policy will be used in instances where the homeowner or landlord has notified the subgrantee of lead paint issues existing or where lead poisoning has occurred to a member of the household. This policy requires referral to other programs designed to address the concerns.

#### Energy-Related Mold and Moisture Impacts

The Weatherization Assistance Program does not encompass mold remediation. DOE funds are not to be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the assessment, the work performance period or the quality control inspection. Where multiple funding sources are used, the performance of any of the aforementioned activities must be expensed to a non-DOE funding source. However, DOE funds may be used to correct energy-related conditions and/or to assure the immediate health of workers and clients.

Weatherization of a home, and air-sealing in particular, could potentially increase the risk of moisture and mold in a home, thereby causing structural damage and/or a health risk to the inhabitants. As well, existing mold could pose a health risk to both the inhabitants and the weatherization crew.

The EPA publication, "A Brief Guide to Mold, Moisture, and Your Home", is available here in HTML and PDF formats in English (PDF, 20 pp., 257 K) and Spanish (PDF, 20 pp., 796 K). This Guide provides information and guidance for homeowners and renters on how to clean up residential mold problems and how to prevent mold growth.

Arizona – The following protocols have been adopted to ensure that these risks are minimized during

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weatherization.

**A) Moisture Assessment**

All homes should be checked for previous or existing moisture problems. Mold in homes arises from conditions of excess moisture. During initial inspection, field coordinators are to assess the homes with special attention to the following signs: Evidence of condensation on windows and walls indicated by stains or mold; standing water, water stains, etc.

Also, check to see if there are leaking supply or waste pipes; attic roof sheathing shows signs of mold or mildew.

Identification of existing or potential moisture problems shall be documented in the client file.

If existing moisture problems are found, no air sealing should be done unless the source of the moisture can be substantially reduced or effective mechanical ventilation can be added to cost effectively remove the moisture. In some cases, air sealing must be done in order to reduce the source of the moisture (i.e. sealing off crawlspaces from the house, or sealing attic leakage to eliminate condensation on the roof deck). Because air tightening may cause an increase in relative humidity, client education should include information about moisture problems and possible solutions. In the course of weatherization, any lowcost measures that help reduce the humidity levels in the house should be installed.

Examples of these activities are:

- Venting dryers
- Venting existing bath exhaust fans
- Venting existing kitchen exhaust fans

**B) Repair or Elimination of Moisture Problems**

Repair of moisture problems that might result in health problems for the client, damage the structure over the short- or long-term, or diminish the effectiveness of the weatherization measures must be done before the weatherization job is completed. Moisture problems can be reduced or eliminated by controlling the source of the moisture.

This can involve:

- Venting dryers to the outside of the building;
- Providing positive drainage away from foundation;
- Repairing the roof and flashing
- Educating the client about the sources of moisture that they are able to control.
- Moisture problems can be reduced or eliminated by ventilating areas where excessive moisture is produced, such as bathrooms and kitchens. This should include installation of a high quality exhaust fan in the subject area and informing the client of the related moisture issues and the proper operation and use of the fan.

**III.5 Rental Procedures**

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The State of Arizona has established policy to ensure that subgrantees when weatherizing rental units, financial eligibility is determined and written permission of the owner or his agent is obtained. In multiple unit buildings the state ensures that 66 percent of the building, (50 percent in the case of duplexes of quadraplexes), are eligible units. The State's policy also ensures that the benefits of weatherization accrue primarily to the tenant, including units where the tenants pay for their energy through their rent. The state recognizes that it may weatherize shelters under conditions set forth in 440.22.

State policy for rental units states that for a reasonable period of time, not less than twelve months, the tenant will not be subjected to rent increases unless those increases can be demonstrated to be related matter and conditions other than the weatherization measures performed. State policy also provides an avenue for complaint in such matters. Tenants and landlords are informed in writing that no undue or excessive enhancement shall be provided to the rental unit or building by weatherization assistance, this is to include the installation of heating and air conditioning units, as this is required by landlord pursuant to A.R.S 33-1324: <http://www.Arizonaleg.state.Arizona.us/ars/33/01324.htm>

If a multi-unit building is under an assisted or public housing program and is identified by the U.S. Department of Housing and Urban Development (HUD), and included on a list published by DOE, that building will meet certain income eligibility requirements, and will also satisfy one or both of the procedural requirements to protect against rent increases and undue or excessive enhancement of the weatherized building, as indicated by the list, under the Weatherization Assistance Program without the need for further evaluation or verification as stated in WPN 10-15-  
<http://www.waptac.org/Program-Guidance/2010002D2006-Program-Guidance-Documents.aspx>

**Leased Dwelling Units**

- No leased/rented dwelling unit shall be weatherized without first obtaining the written permission for the owner of the dwelling unit or the agent;
- The benefits of weatherization assistance shall accrue primarily to the low-income tenants;
- Rents shall not be raised because of the weatherization assistance provided by this grant; and
- No undue or excessive enhancement will occur to the value of the dwelling units. This is to include the installation of heating and air conditioning units, as this is required by the landlord pursuant to A.R.S 33-1324: <http://www.Arizonaleg.state.Arizona.us/ars/33/01324.htm>
- Signed statements will be obtained from the owners or their agents certifying that rents will not be raised because of work done as a result of this assistance.
- All documentation shall remain the property of OEP and in the event of program closure, either by AGEO or the subgrantee, such files shall revert to OEP. Copies of this document need to be placed in each client file of complex.

**III.6 Program Management**

**III.6.1 Overview**

The Arizona Weatherization Program is currently in managed by Arizona Governor's Office of Energy Policy (OEP).

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**III.6.2 Administrative Expenditure Limits**

The OEP will retain the allowable 5% administrative funds. Arizona will also request to allow its 10 sub-grantees to use 10% of their PY 2011 funds for administration for funding under \$349,999 and 5% for funding over \$350,000.

**III.6.3 Monitoring Approach**

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The Grantee has a responsibility to perform monitoring and oversight of the work performed by the subgrantee. DOE recommends that grantees make at least quarterly visits for monitoring and oversight of subgrantees work and that more frequent quality assurance reviews be performed, especially if quality issues are discovered during the initial visits. If a Grantee inspects a 5 percent sampling of work completed and significant deficiencies are discovered (health and safety violations, poor quality installation of materials, major services missed, etc.), the Grantee should elevate both the number of homes reviewed and the frequency of visitation until the deficiencies are no longer found. Then the Grantee can resume their 5 percent sampling of subgrantee work in subsequent visits.

In addition, 100% of all jobs will be reviewed by desktop review via the Arizona WAP web-based database.

**A. Role**

The subgrantees will be routinely monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, accuracy of energy audit, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The Arizona WAP reviews subgrantees monthly to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees. Customer files, and subgrantee financial systems, records and reports will also be routinely monitored to test subgrantee's ability to prudently deliver, support, and manage installations of allowable cost effective and energy efficient weatherization measures.

**B. Visit**

Within 30 days after each visit, the State will prepare a written report on its findings and send it to the subgrantee for corrective action, if applicable.

**C. Tracking**

The OEP may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEP directives as may become generally applicable at any time;

Late submission by the subgrantee to the OEP of DOE reports that are incorrect or incomplete;

Ineffective or improper use of funds provided under this grant;

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Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives.

If the subgrantee is unable or unwilling to comply with the terms of this grant or with additional conditions as may be lawfully applied by DOE to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) days written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the Grantee under this grant. The subgrantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant. Notwithstanding the above, the subgrantee shall not be relieved of liability to the state for damages sustained by the state by virtue of any reimbursement to the subgrantee for the purpose of set-off until such time as the exact amount of damages due the state is determined.

If the subgrantee is willing to relinquish all or a portion of the counties that they serve, the

subgrantee must give at least ninety (90) days written notice prior to the end of the program year to the state signifying the effective date thereof. In such event, the state will notify the other subgrantees (CAAs, and other public and nonprofit entities) for the opportunity to manage the Weatherization Assistance Program in the said counties. Interested subgrantees must submit to the state within thirty (30) days after notice by OEP, a plan of action and budget to manage the counties up for award. Potential subgrantees must show experience and performance in weatherization or housing renovation activities, experience in assisting low-income persons in the area to be served, and capacity to undertake a timely and effective weatherization program. Upon selection, the state will hold a public hearing to identify the subgrantee(s) and amend the State Plan. Failure to relinquish prior to the ninety (90) day deadline will result in the Agency having to maintain the grant for the remainder of current program year and will automatically make them a subgrantee of the next program year. Relinquishment can only occur between July 1st - February 28th.

**D. Analysis**

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both federal and state policy for grants administration. Subgrantees also submit monthly Financial Status Reports. In addition, subgrantees are governed by OMB A-122 for non-profit organizations, which sets forth principles for determining allowable costs of programs under grants, contracts, and cooperative agreements with the federal government.

The OEP has established fiscal controls and fund accounting procedures to assure the proper disbursal of all federal funds received by the state. Additionally, the state has established procedures for monitoring the

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utilization of such funds by project operators.

**The controls and procedures to be implemented are as follows:**

The State will follow the established fiscal policies and procedures mandated by state law. To accomplish this, the State will coordinate these policies with various other branches of state government as needed. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

The financial standards set forth by the state establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies .

**III.6.4 Training and Technical Assistance Approach**



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ARIZONA WAP formal training is carried out at the FSL SouthWest Building Science Training Center (SWBCTC), which is operated by FSL Home Improvements, a non-profit organization.

The SWBCTC is one of the 15 Department of Energy "Legacy" weatherization training facilities in the country. It has been instrumental in developing weatherization specific trainings in the southwest and has played a large role in training the weatherization workforce to ensure that the State of Arizona meets its production and contractual obligations during the ARRA ramp up period. Since 2004, the FSL SWBCTC has provided 30,000 hours of training to 1,730 training candidates. FSL SWBCTC staff has participated in national committees to assist in the development of the National Weatherization Training Guidelines. The facility provides classroom and onsite laboratory based trainings with a specific emphasis on Weatherization activities and building knowledge, skills and abilities to perform work in the weatherization program. The SWBCTC is the only training facility in the Arizona to provide a Weatherization Boot Camp course. In 2010 the FSL SWBCTC received a direct grant from the U.S. Department of Energy to expand its training facility curriculum, increase its outreach through enhanced website and improve its candidate tracking data using specialized classroom registration software. The SWBCTC staff is comprised of industry leaders with decades of technical field experience. They are often recruited to present at regional and national conference training sessions.

The ARIZONA WAP recommends that the subgrantee and its contractors attend courses that build or enhance their knowledge, skills and abilities to perform energy efficiency retrofits following the guidelines set out by the U.S. Department of Energy's for the Weatherization Assistance Program.

**Current SWBCTC course offerings include:**

WAP Boot camp – This training course will provide weatherization professionals with an introduction to energy principles, thermal performance, health and safety standards, LSW, auditing, pressure diagnostics, and field repair. A combination of classroom and hands on instructions will prepare candidates to perform the tasks required of weatherization technicians within the current Weatherization Program Guidelines.

Energy Basics

Pressure Diagnostics

Combustion Safety

Thermal Performance

REM design

WAP admin

Lead RRP Certification

BPI Certification for Building Analyst

OSHA 10/30 Certifications

**SWBCTC Courses coming in 2012/2013**

Based on the new DOE National Guidelines and Work Specifications:

**Priority Lists**

**ASHRAE 62.2**

**WX Installer Track:**

OSHA 10

Combustion Safety 101

Lead RRP

WX Installer

Pressure Diagnostics 101

Energy 101

Residential Energy Retrofit 101

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**Auditor:**

BPI Building Analyst Certification  
Manufactured housing Auditing  
Calculating SIR's  
Energy 102  
Pressure Diagnostics 102  
Combustion Safety 102  
Energy Efficiency Work Specifications  
HVAC

**Crew Chief:**

Communication  
Inventory Management Principals  
Crew Supervision  
OSHA 30

For details on SWBCTC and courses visit the SWBSTC website at: [www.swbstc.org](http://www.swbstc.org)

Each subgrantee will be required to maintain a list of employees and contractor's participation in all training and this information is expected to be updated on an annual basis. OEP will review this list as a part of their monitoring plan.

Arizona WAP recommends subgrantees participate in weatherization related trainings that build or enhance their knowledge, skills and abilities to provide weatherization services in accordance with the 10CFR, Part 440 and the new National Weatherization Guidelines being implemented by the U.S Department of Energy.

Arizona WAP will periodically review training performance of subgrantees by way of subgrantee self assessment surveys, on-site monitoring and communication with SWBSTC on specific training deficiencies and needs.

Required Training

**Required – Crew Leader**

Renovation, Repair and Painting Rule (RRP)  
OSHA 30 hour training  
Building Performance Institute (BPI) Building Analyst Certification

**Required – Assessors and Inspectors**

Renovation, Repair and Painting Rule (RRP)  
OSHA 10 hour training  
Building Performance Institute (BPI) Building Analyst Certification

**Required- New Field Employees and/or Contractors**

WAP Bootcamp  
Combustion Safety  
Renovation, Repair and Painting Rule (RRP)  
OSHA 10 or 30 hour training (Depending on position held)

Arizona WAP provides subgrantees with T/TA funding to support attendance and participation at

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weatherization training events such as the DOE National Weatherization Conference and Energy Out West Weatherization Conference. It is expected that essential program personnel attend these conferences to stay current with new regulations, processes and technologies. Arizona WAP is aware that some subgrantees might have travel restrictions due to budget constraints. It should be noted that funds to pay for subgrantee travel are provided as part of the Weatherization grant award and proper usage of these funds will be closely monitored by Arizona WAP.

Attendance at state-sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subgrantee and delegate attendance will be required as a matter of program compliance.

**III.6.5 Energy Crisis Plan**

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In the event of a declared natural or man-made disaster, Arizona will allow providers to assist their customers with weatherization funds. The President or the Governor of the State of Arizona must declare a Federal or State Emergency before providers within these affected areas will be allowed to use existing resources to address the needs of the people in the area. Activities will be limited to households eligible under the current income eligibility criteria. The regulations, 10 CFR 440.18(e)(2)(ii) allow for re-weatherization if a "dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance." In these cases, the damage is limited to a small area and can be addressed without prior approval or any special reporting.

Agencies will be required to coordinate their efforts with other disaster assistance programs and must assure that activities funded with Weatherization funds would not otherwise be covered by FEMA, insurance or other forms of compensation. Weatherization agencies can also provide technical assistance.

Because the response to a disaster can be time sensitive, the State will allow local weatherization agencies to initiate the activities without prior approval from the OEP. The agencies must notify the OEP as soon as possible of the disaster and the types of actions that will be taken. The OEP will notify its PMC Project Officer of the specific nature of the disaster.

The OEP will also determine if additional approval is needed and will submit an "Event-Specific Disaster Response Plan" to the PMC Project Officer if needed.

All work completed during disaster recovery repairs must conform to the Arizona Weatherization Program Standards and other referenced codes and standards including local building codes. The focus of weatherization work must be energy efficiency so coordination with other programs may be needed to address structural repairs. The existing priority lists must be followed when deciding on what measures will be installed in units. Units impacted that had received services in the past will be treated as re-weatherized units regardless of the original date of weatherization. Units that have not received services in the past will be reported as new completions. Units will be reported as completed when the weatherization is completed, even though other repairs may be needed. That said, the unit must be in a sufficient state of repair to protect the integrity of the installed weatherization measures before weatherization work is done.

#### **Wild Land Fires**

Wild land fires have become common in Arizona in recent years and have triggered Federal or State Emergencies. Activities related to wild land fires are as follows:

In certain cases, the wild land fire develops over a period of time that allows defensive activities to occur. In these cases, weatherization staff may be used to preserve the local agency's weatherization files, records, materials and equipment if they are at risk. Weatherization staff can also be used to help with or take other preventative actions to protect areas of the communities, with emphasis if possible on low-income areas. Movement of homeowner possessions to minimize losses can only be done for income eligible customers.

After the wild land fire, the initial efforts will be related to clean-up. Agencies may help with emergency clean-up and distribution of essential items such as food and clothing in eligible homes or in low-income neighborhoods. Weatherization of homes must be limited to income eligible households only.

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Weatherization should occur only after a determination has been done that the building is safe , deemed salvageable and habitable and will not be condemned. Homes failing to pass these criteria must not be treated and the deferral policy will be in effect. Activities paid for with weatherization funds must be focused on energy conservation measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP. The recovery efforts are limited to a 3 month timeframe. The agency must request approval from the OEP to exceed this time and must submit a plan of action detailing why the time must be extended, the types of activities that will occur, and the impact this effort will have on other eligible customers not in the disaster area .

#### Floods

Flash Flooding has become common in Arizona in recent years and has triggered Federal or State Emergencies. Activities related to flooding are as follows:

In rare cases, the flood develops over a period of time that allows defensive activities to occur. In these cases, weatherization staff may be used to preserve the local agency's weatherization files, records, materials and equipment if they are at risk. Weatherization staff can also be used to help sandbag or take other preventative actions to protect areas of the communities, with emphasis if possible on low-income areas. Movement of homeowner possessions to minimize losses can only be done for income eligible customers.

After the flood recedes, the initial efforts will be related to clean-up. Agencies may help with emergency clean-up and distribution of essential items such as food and clothing in eligible homes or in low-income neighborhoods. Weatherization of homes must be limited to income eligible households only .

Weatherization should occur only after a determination has been done that the building is safe , deemed salvageable and habitable and will not be condemned. Homes failing to pass these criteria must not be treated and the deferral policy will be in effect. Activities paid for with weatherization funds must be focused on energy conservation measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP. The recovery efforts are limited to a 3 month timeframe. The agency must request approval from the OEP to exceed this time and must submit a plan of action detailing why the time must be extended, the types of activities that will occur, and the impact this effort will have on other eligible customers not in the disaster area .

#### Other Disasters

Although less common in Arizona, other disasters may occur that will require agencies to assist with recovery and clean-up efforts. In these cases the agencies can take initial steps to help with crisis management and recovery efforts, but must notify the OEP as soon as possible. The agency must submit a plan of action that outlines activities, timeframes and any special considerations to go beyond the initial

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: R021677, State: AZ, Program Year: 2,012.00**

recovery efforts. Again, the focus of the weatherization program is energy efficiency measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP.

**Other Issues Requiring Prior Approval**

Agencies must submit a request to the OEP to receive approval of the following:

- Adjustment to contracted unit goals / average cost per unit